

From: Cynthia Caporale/ESC/R3/USEPA/US
Sent: 2/13/2012 11:34:26 AM
To: R3 ESC-LB
CC: Jill Bilyeu/ESC/R3/USEPA/US@EPA
Subject: Updates for Dimock Reporting

All,

To make sure everyone is aware of the reporting process for the Dimock Project below are specific clarifications that you should be aware of.

Due to the size of the reports and the urgency for final data, the final report process is being modified.

Final Reports

The final report will now be in three parts: and a separate EDD for each part will be generated (e.g., EDD 1 of 3).

Part 1 of 3 - Metals and Glycols

Part 2 of 3 - Organics

Part 3 of 3 - Inorganics

Clarification on Case Files:

For batches that cover multiple work orders the raw data files do not need to be copied to make complete independent case files. A case file is needed for each parameter within each work order and the line "If any data for this case is stored with another case file, give Site Name and WO# _____" is to be completed on the TRC with the appropriate work order number filled in. Since all of the work orders fall under one project this approach can be applied without making additional copies of the raw data. However, if another project was analyzed with these samples then a separate case file with copies of the raw data will be needed.

Storage:

Due to the complexity of reporting please work with Robin and Elaine to determine where your case file should be located.

Case File Documentation:

The following are not new but are reminders:

Any qualification made to results needs to be explained on the TRC.

Any modification to method/SOP needs to be explained in the case file

Any significant qualification of results needs to be approved by Jill. Please have Jill initial TRC if this was completed.

Field QC Review:

To have consistency between organic and inorganic reporting, field QC is being evaluated and samples qualified based on field blank contamination. If you normally do not apply this step you do not need to do anything different. Robin and I are verifying and applying qualifiers as necessary. If your data needed qualification due to a blank contaminant in field QC Robin will notify you as an FYI.

Hope this helps clarify the reporting process.

Thanks again for everyone's extraordinary effort!

Cindy